

Town of Tupper Lake Regular Town Board Meeting

November 14, 2019

- Roll Call:

Supervisor Patricia S. Littlefield  
Councilman John Quinn  
Councilman Michael Dechene  
Councilwoman Mary Fontana  
Councilwoman Tracy Luton
- Recording Secretary:

Laurie J Fuller – Town Clerk
- Press:

Tupper Lake Free Press – Dan McClelland  
Adirondack Daily Enterprise – Aaron Cerbone
- Guest:

James Lanthier, Jr.  
Madaline Toliver  
Mrs. Sexton’s Highschool Students  
Jacob Stradley                      Aya Cuttaia  
Loran Kavanagh                    Riley Strader  
Stephanie Fortune                Shannon Soucy

Supervisor Littlefield called meeting to order at 6:02 p.m. opening with the Pledge of Allegiance.

Public Comment

James Lanthier, Jr. address the Board on questions he has about snowmobiling, reading a letter written in 2005 from Elizabeth Baker & Eric Buthmann, St. Lawrence University Department of Biology, Snowmobiling in the Adirondack Park, Environmental and Social Impacts. Mr. Lanthier is questioning a piece on land between South Littlewolf Lake Road and Mitchell Lane, which is posted private land, would like to see opened up for snowmobiling crossing.

Supervisor Littlefield cleared up claims made by candidate Daniel Carmichael, running for Town Council. Mr. Carmichael FOILED the Town for information a few months back, and feels his FOIL was not all answered. Supervisor Littlefield, publicly addressed his FOIL again. Supervisor Littlefield read an email from Linda Shaw, pertaining to all walking options offered in Tupper Lake for an alternative than sidewalks.

Madaline Toliver from the Mercy Living Center commented on how well attended the Haunted House at Mercy Living Center, Veterans Ceremony for 17 Vets was “outstanding” also doing a Paint and Sip at Racquette River Brewer.

Establish the Agenda

Add- Set date for Public Hearing for Paid Water & Sewers Districts  
Add- Support & Endorse draft UMP Remsen-Lake Placid Corridor

1. Approve Abstract of Audit Vouchers  
& Budget Transfers:

Town of Tupper Lake		
<b>Abstract #11</b>		
Vouchers #2019-0725 – 2019-0826		
<u>Prepaid/Debit</u>	<u>Unpaid</u>	<u>Total</u>
\$29,390.13	\$128,334.96	\$157,725.09
<b>Budget Transfers</b>		
\$6,092.28		

Motion to approve Abstract #11 of Audited Vouchers in the amount of \$157,725.09 and Budget Transfers in the amount of \$6,092.28 was made by Councilman Dechene

Seconded by Councilman Quinn  
All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Fontana, Luton

2. Approve Minutes:

Approve minutes as written for meetings dated September 12, 2019 & October 10, 2019 as presented by Clerk was made by Councilwoman Fontana

Seconded by Councilman Dechene

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Fontana, Luton

Approve minutes as written for meeting dated September 26, 2019 as presented by Clerk was made by Councilman Dechene

Seconded by Councilwoman Luton

All Town Board Members voted 4/AYE Littlefield, Dechene, Fontana, Luton  
1/Abstain Quinn

3. Town Departments Monthly Reports:

Code Officer

Monthly Report  
October 2019

8 Building Permits issued in October

1 Demolition Permit issued

1 Complaint filed

Completed 15 field inspections

October 2019 miles logged 109

Please contact me with any questions or concerns.

Respectfully submitted:

Paul O'Leary  
Code Enforcement Officer  
Town of Tupper Lake

Youth Activity Director

Board Report Youth Activities  
11/12/2019  
Angie Snye

**Beach/Campground:** After a bit of research and comparing products, we decided to purchase a mobility mat product through AccessRec for Little Wolf Beach. This mat will roll out from the parking lot to near the shoreline, making access to the water easier for anyone visiting with wheelchairs, walkers, wagons and strollers. We're excited to see it in place for the coming summer. We have made revisions to the application for Little Wolf Beach pavilion use for the upcoming season. We are working on rewriting the rules and regulations for the campsite.

**Tumbling:** Tumbling is off to a great start! We are 4 weeks into our 6-week session at this time. we were able to increase our class offering from 4 groups to 6 groups this session. We have added some new equipment, a small balance beam, and a larger trampoline thanks to the generosity of Karen Bombard. Thank you to everyone that has helped to chaperone, set up and break down mats and to all the families that bring their little ones to the program. We are so excited that this has taken off the way it has. Thanks to Mallory Fleishman for all the time and energy she continues to dedicate to the tumblers! And thanks to the Goff Nelson Memorial Library for letting us use the Community Room space again this semester!

**Nordic Ski:** We have been working to get revised and updated signs for the newly renamed James C. Frenette Sr. Recreational Trails. There will be new wayfinding signs on the trails as

well as new directional signs for the base of the Ski Slope Road and at the parking lot. We have been working with ROOST on an updated brochure for this winter.

**Other News:** We had about 15 little ones and their families signed up for our first annual Monster Dash 1K walk/run on October 20. It was an enthusiastic group of runners and walkers of all ages, and one doggy walker. Claire Snye came across the finish line first followed by Lily Skelling in second place with Lincoln Counter and Kane Bean in third place. All the participants enjoyed snacks and drinks in the Sunset Stage Bandshell after the race and all the kids got Halloween treat bags full of spooky goodies. Special thank you to Hannah Klossner and her track runners Dane O’Conner, Reagan Fritz, Sandra Kwasniak and Lucy Edwards and to Claire, Timmy and Neilson Snye for being there early to help with set-up and decorating, for being out on the race course and recording racer’s times and for helping packing up after. Thanks to all the families that brought their little runners and walkers down, we loved seeing all the costumes and can’t wait for next year’s race! I have had conversations with Kris Friers about the possibilities of establishing a disc golf course here in Tupper Lake. This could be an exciting thing and a great addition to healthy activity options for locals and visitors.



Dog Control Officer

Town of Tupper Lake  
Dog Control Report

For the Month of: Oct 2019

Date: 11-9-2019

Complaints Received	4
Complaints Answered	4
Dogs Captured	0
Dogs return to owner	0
Impound Fees Collected	0
Dogs turned over to DCO	0
Dogs transported to Humane Society	0
Dogs Adopted	0
Dogs Euthonized	0
Dogs treated by Vet	0
Dangerous Dog Complaints	0
Tickets issued	0

Report prepared by Wayne LaPierre DCO

Highway Department

Town of Tupper Lake Highway Department  
William Dechene  
Highway Superintendent

Monthly report October 8<sup>th</sup> – November 12<sup>th</sup> 2019

- Finished hauling winter sand from Gale Pit to the town garage.
- Finished piling winter sand at the garage.
- Helped the Town of Franklin haul blacktop for 2 days, one tandem truck and driver.
- Helped the Town of Franklin put shoulders down for 1 day, one tandem truck and driver.
- Installed 50' of 15" culvert and 1 drop inlet in front of 59 Littlewolf Rd.
- Patched 59 Littlewolf Rd. with blacktop.
- Patched driveways with blacktop at 277 & 281 Hosley Ave. where the village water dept. replaced water line.
- Replaced 320' of culvert on Racquette River Drive with 12" pipe and 2 drop inlets between lot 208 & 196 with the use of the Village DPW mini excavator.
- Put sanders in Unit 55 & 60.
- Fixed the front lawn at the Rod & Gun Club with the DPW mini excavator.
- Weekly dump run for the Maddox Hall & Town Hall.
- Replaced 30' of 15" culvert on Areyunah road.
- Cut trees out of roads and made sure culverts were flowing after high wind and heavy rain storm on Nov. 1<sup>st</sup>.

Fuel and gas records other logs.

Motion to approve Town Departments Monthly reports as submitted was made by Councilwoman Luton

Seconded by Councilwoman Fontana

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Fontana, Luton

#### 4. Committee Reports:

Councilwoman Fontana reported Country Club roof was damaged due to bad weather, has been repaired, also front door at Town Hall was sprung due to strong winds, parts are ordered.

Councilman Dechene thanked Chris LaMere for repairing Country Club roof quickly, The Country Club Board of Directors did not renew lease with pervious person running restaurant, Country Club board hired an commercial industrial cleaner, They are asking Town if they would go in half to purchase new equipment for kitchen, since equipment belong to pervious lessor.

Councilman Quinn reported Broadband Survey is ready to be mailed, going to about 120 businesses, will also be on website. New signs for Country Club recreational trails, additional work being done on trails.

Councilwoman Luton reported Dog Control Officer has been very busy.

Supervisor Littlefield corrected Mr. James Lanthier on stating the public hearing for budget was not publicly advertised. Working on getting funding for new sign for out front of Town Hall.

#### 5. Adopt 2020 Budget:

Motion to adopt 2020 Budget as submitted was made by Councilman Quinn

Board Members thanked Supervisor Littlefield for all her hard work on Budget

Seconded by Councilwoman Luton

All Town Board Members voted 5/0 Littlefield, Quinn, Dechene, Fontana, Luton

#### 6. Approve Judge & Court Clerk

To attend seminar:

Motion approving Town Judge and Court Clerk to attend seminar in Saratoga Springs on December 4<sup>th</sup> 2019 was made by Councilman Dechene

Seconded by Councilman Quinn

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Fontana, Luton

#### 7. Approve advertising on Auction International

Used 2005 pick-up:

Motion to advertise on Auction International a used 2005 pick-up from Town Highway Department was made by Councilwoman Fontana

Seconded by Councilwoman Luton

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Fontana, Luton

8. Approve Execution of Contract with C2ae Engineering  
Revise Water & Sewer Map Plan & Reports:

**Resolution # 42 /2019**

Of

The Town Board of The Town of Tupper Lake  
Franklin County, New York

**WHEREAS**, Engineering services to revise Town of Tupper Lake Consolidated Water and Sewer District Map, Plan & Reports for District amendment, and

**WHEREAS**, the revisions will incorporate 47 +/-additional parcels into Consolidated Water District #1 and 51 +/-parcels into Consolidated Sewer District #1, and

**WHEREAS**, Services will be provided for the lump-sum fee of \$3,500. A single, separate invoice of \$1,750 will be issued for each District upon completion.

**NOW THEREFORE BE IT RESOLVED**, at a regular Town Board Meeting held November 14, 2019, board members passed a resolution authorizing the Supervisor to sign Contract with C2ae for Professional Services on Consolidated Water and Sewer District.

Date: November 14, 2019

Motion: Councilman Dechene

Seconded: Councilman Quinn

Action: Carried 5/0 vote Littlefield, Quinn, Dechene, Fontana, Luton

*Laurie J Fuller*

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Laurie J Fuller – Town Clerk RMC

9. Set date for Public Hearing on Local Laws  
to move two paid Water & Sewer Districts:

Water & Sewer District 8-2 & 16 are now paid off Districts and need to be consolidated into District #1.

Motion to hold a Public Hearing on December 12, 2019 at 6:00 p.m. for Local Laws to Consolidate Water and Sewer Districts 8-2 & 16 into District 1 was made by Councilman Quinn

Seconded by Councilman Dechene

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Fontana, Luton

10. Approve Tumbling Contract  
w/ Mallory Fleishman:

Motion to approve Independent Contactor Agreement between the Town of Tupper Lake and Mallory Fleishman, Instructor for six tumbling exercise classes starting October 19<sup>th</sup> thru November 23<sup>rd</sup> 2019 was made by Councilwoman Luton

Seconded by Councilman Quinn  
All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Luton

11. Approve Town Facilities Use Form:

Application for use of Town of Tupper Lake Facilities

Information

Facility Requested: [Click here to enter text.](#)

Date Requested: [Click here to enter a date.](#) Time Requested: [Click here to enter text.](#)

Name of Individual or Organization: [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

Phone: [Click here to enter text.](#) Email: [Click here to enter text.](#)

Purpose of Use: [Click here to enter text.](#)

Total Participants/Guests Expected: [Click here to enter text.](#)

Adults: [Click here to enter text.](#) Children: [Click here to enter text.](#)

Agreement

The undersigned is over 21 years of age and has read this form and the attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, on behalf of herself/himself, and all guests, invitees and agents and on behalf of: [Click here to enter text.](#) does hereby covenant and agree to defend, indemnify and hold harmless the Town of Tupper Lake from and against any and all liability, loss, damages, claims, or actions (including costs and attorney’s fees) for bodily injury and/or property damage, or any other matter to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town of Tupper Lake’s property, facilities and/or services by the undersigned or the undersigned’s organization.

\_\_\_\_\_  
Signature of Individual or Representative

[Click here to enter a date.](#)  
Date

\_\_\_\_\_  
Printed Name of Individual or Representative

Please read and agree to attached requirements and return application to: [Town of Tupper Lake, 120 Demars Blvd. Tupper Lake, NY 12986](#) no later than three weeks prior to event.

Rules & Requirements

- Organizations/individuals wishing to use municipal facilities shall first apply to the Town of Tupper Lake. Applications must be filled out and dropped off with the Town Clerk with the appropriate fees no later than three weeks prior to the event. The application will be referred to the Town Recreation Director. The Town Board has delegated final authority on approval of the application to the Town Supervisor who will consult with the Town Recreation Director on the application.
- In the event of inclement weather, the Town Supervisor has final authority on use of facilities.
- Alcohol use is permitted only by temporary special permit, which is applied for and obtained through the New York State Liquor Authority. Online permit applications and information available through the New York State Liquor Authority’s website<https://sla.ny.gov/permits-available-online>. Any and all questions regarding temporary permits should be directed to the New York State Liquor Authority at 518-474-3114.

- Vandalism, profanity, objectionable language, disorderly acts or illegal activities of any kind are prohibited. Those in violation will be ejected from the premises immediately.
- Any damages to municipal facilities shall be promptly repaired at the user’s expense without exception.
- If Maintenance Personnel is not available at the end of the event, please lock doors and turn off lights when leaving facility.
- Permits may be revoked at any time.
- Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.

<u>Fees:</u> \$50.00 Non-refundable rental fee	Received:	Cash/Check #	Charge
\$200.00 Deposit*	Received:	Cash/Check #	Charge
(*Deposit will be returned following inspection of facility after event)			

Facility Hours: 10:00 am – 10:00 pm

Pets: Dogs are allowed at certain areas at Little Wolf Beach & Campground and Rod & Gun Club locations and must be leashed at all times. Dog owners are responsible for any liability caused by their dogs and for cleaning up after their dogs. Dogs are not allowed in the swimming area of Little Wolf Beach.

Music: Amplified music is permitted between the hours of 12:00 pm and 10:00 pm at reasonable levels.

Electricity: Power outlets are located in the pavilion area of Little Wolf Beach. Arrangements for power service to be activated at the Rod & Gun Club boat launch must be made prior to the event.

Clean-up: Facilities must be left cleaned and orderly at the end of the event. Clean-up is the responsibility of the organization/individual reserving the facility. Failure to do so may result in forfeiture of security deposit.

Cancellations: Rental fees are not refundable. The Town of Tupper Lake is not responsible for inclement weather.

Emergencies: In the event of an emergency, a telephone is located at Camp Ground Office. Please dial 911 in the case of an emergency. The Little Wolf Beach Pavilion address is: 105 Little Wolf Road.

Alcohol: Alcohol use is permitted only by temporary special permit, which is applied for and obtained through the New York State Liquor Authority. Online permit applications and information available through the New York State Liquor Authority’s website<https://sla.ny.gov/permits-available-online>. Any and all questions regarding temporary permits should be directed to the New York State Liquor Authority at 518-474-3114. Alcoholic beverages other than beer, wine and cider are prohibited at Town of Tupper Lake facilities. Glass bottles, kegs and barrels are prohibited. The Town of Tupper Lake reserves the right to limit quantities of alcoholic beverages. **No person under 21 years of age may possess and/or consume alcoholic beverages in any area of Town of Tupper Lake facilities or on Town property.** If alcohol is being served, service must end one hour before the end of the event. The Village of Tupper Lake Police and/or New York State Troopers may check on events when alcohol is being served.

Insurance: Users must provide to the Town, the following insurance **PRIOR** to use of facility:

The user hereby agrees to effectuate the naming of the municipality as an unrestricted additional insured on the user’s policy.

The policy naming the Town of Tupper Lake as an additional insured shall:

Be an insurance policy from an AM Best rated “secured” New York State licensed issuer; contain a 30-day notice of cancelation; state that the organization/individual’s coverage shall be primary coverage for the Town of Tupper Lake, its board, employees and volunteers; and additional insured status be provided with ISO endorsement CG 2026 or its equivalent.

The user agrees to indemnify the Town of Tupper Lake for any applicable deductibles

The user will enclose a copy of the endorsement providing additional insured status

Required Insurance:

**Individuals:**

Individual Homeowner’s or Special Event Insurance:  
Section Two-Liability: \$300,000 limit of liability *with* liquor liability if alcohol is present.  
Policy shall not exclude the off-premises activities of the insured.

**Organizations/Companies:**

Commercial General Liability Insurance  
\$1,000,000 per occurrence/\$2,000,000 aggregate

**Caters:**

If a caterer is used to dispense alcohol and/or food, the caterer must have all required permits and/or licenses. In addition, the caterer must submit a certificate of insurance demonstrating proof that the caterer has the following coverage:  
Limits of \$1,000,000 each Occurrence, \$2,000,000 General and  
Products/Completed Operations Aggregates, \$1,000,000 personal/Advertising  
Injury Liability, \$50,000 Fire Damage Legal Liability and \$5,000 Medical Payment  
Expense

**Liquor Liability**

\$1,000,000 each Occurrence and \$2,000,000 Aggregate

**Worker’s Compensation and Employers Liability**

Statutory limits and coverage

The Town Supervisor shall have the right to review insurance policies and reject if inadequate.

Motion to approve Town Facilities Use Form as recommend by Recreational Director & Town Attorney was made by Councilman Quinn

Seconded by Councilwoman Luton  
All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Fontana, Luton

12. Resolution to Support & Endorse  
UMP Travel Corridor:

**Resolution # 41 /2019**

of

The Town Board of The Town of Tupper Lake  
Franklin County, New York

**WHEREAS**, The State Department of Transportation and Environmental Conservation released a draft Unit Management Plan amendment for the Remsen-Lake Placid Travel Corridor, and

**WHEREAS**, the proposed amendment calls for train tracks along a 34-mile stretch between Tupper Lake and Lake Placid to be removed and replaced with a trail for biking, snowmobiling and other recreation, also track material to be reused to renovate and upgrade a 45 mile stretch of railway between Tupper



Lake and Big Moose, and it outlines the possible expansion of rail service along an 85-mile route south of Tupper Lake to Remsen.

**THEREFORE, BE IT RESOLVED**, at a regular Town Board Meeting held November 14, 2019, board members passed a resolution to support and endorse the Draft Unit Management Plan amendment for the Remsen-Lake Placid Travel Corridor.

Date: November 14, 2019

Motion: Councilman John Quinn

Seconded by: Councilman Michael Dechene

Action: Carried 5/0 vote Littlefield, Quinn, Dechene, Fontana, Luton

*Laurie J Fuller*

Laurie J Fuller – Town Clerk RMC

13. Approve Renewal of lease  
On Office Copier:

Motion to approve lease agreement with SymQuest for a Konica Minolta Bizub C250 office copier for 60 months in the amount of \$139.59 a month was made by Councilwoman Luton

Seconded by Councilman Quinn  
All Town Board Members voted AYE 5/0

14. Public Comment:

Madeline Toliver from Mercy Healthcare Center comment on how there is a need for Healthcare providers in our County, they offer training for these positions.  
Board Members thanked Madeline for attending our meetings and keeping them informed

15. Adjourn:

Motion to adjourn Regular Town Board Meeting at 7:43 p.m. was made by Councilman Dechene

Seconded by Councilwoman Luton  
All Town Board Members voted 5/0 Littlefield, Quinn, Dechene, Fontana, Luton

*Laurie J Fuller*

Laurie J Fuller – Town Clerk RMC